INITIAL CONTACT/VISIT	TIMEFRAME
Initial Contact (CM or designee)	Within seven business days of enrollment
Initial on-site visit	Within 12 business days of enrollment
Initial service start-up	Within 30 calendar days of enrollment
CASE FILE UPDATES	**TIMEFRAME**
Initial Cost Effective Study (CES)	Prior to placement/services
Initial CES, when services in place at enrollment	Within 12 business days of enrollment
CES update	Prior to placement change to HCBS **and** annually for all HCBS members, **and** when there is a change in the member's condition, authorized services, or rates.
CES when no discharge potential	No updates required, CES will reflect "NONE"
CATS ENTRIES	**TIMEFRAMES**
CES/CA160	Within ten business days of date of action
Placement/CA161	Within ten business days of date of action
Service Plan/CA165 (Tribal only)	Within five business days of date of action
REASSESSMENT VISITS (Includes service plan review and signature)	**TIMEFRAMES**
HCBS member	At least every 90 days
Nursing Facility (NF) member	At least every 180 days
Acute Care Only members – may be phone contact but on-site visit required at least once a year	▪ At least every 90 days for home based members ▪ At least every 180 days for institutionalized members*
Developmentally Disabled (DD) members 12 years or older residing in a group home, unless the member is medically involved or Seriously Mentally Ill/Severely Emotionally Disabled (SMI/SED)	At least every 180 days*
Service Initiation	Within 14 calendar days of the reassessment visit

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*The "Next Review Date" on the CA161/Placement Maintenance screen in Client Assessment Tracking System (CATS) will be calculated at 90 days for these members.

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